

PURCHASE DIVISION
Advice for approval for credit to supplier

Missing Bill

Date:		31/10/2020		Prepared by:		NEHA.C	
PO/WO no.		70686		PO / WO Date.		23/09/2020	
Supplier Name		SSUP		PO/WO amount		973.5/-	
Firm/Company		Vila orchids LLP		Project		Vila orchids	
Sl. No.	Bill No.	Bill Date		Bill amount			
1	13422	26/09/2020		472/-			
2							
3							
4							
Amount A – Bills total(Excluding Transport & Hamali Charges):						472/-	
Sl. No.	DC No	DC. Date	MRN No.	DC matches MRN			
1.	11358	26/09/20	83459	☒ Yes ☐ No			
2.				☐ Yes ☐ No			
3.				☐ Yes ☐ No			
Amount B – Other Credits : Transportation charges						-	
Amount C – Other Debits :						-	
Amount D (D=A+B-C) – Amount to be credited to the supplier:						973.5/-	
Amount E – PO / WO value:						472/-	
Amount F – Difference (A – E): GST-18%						501.5	
Quantity received as per PO / WO			☒ Yes ☐ Excess received ☐ Short received ☐ Other (explained below)				
Is difference between PO / Bill acceptable?			☐ Yes ☐ No (explained below)				
Excess / short material received			☐ Approved – within acceptable limits ☐ No (explained below)				
Close PO / W?O			☒ Yes ☐ No – wait for balance material ☐ No (explained below)				
Advance paid / PDC given (deduct when paying)			☐ Yes – Rs. /- ☒ No				
Payment – due date			06/11/2020				
Remarks:							
Approved by	Purchase Officer	Purchase Manager	Procurement Manager	MD	Accounts – receiver of bill	Accountant	Accounts Manager
Sign:	Neha						
Date	31/10/2020	24/10/20					

Notes: 1. In case amount to be credited to supplier and the bills total does not match prepare JV for debit or credit. 2. Attach additional sheets if quantity of bills or DCs is more than the space provided. Clearly mark the space provided with 'see attachment'. 3. Purchase Officer can approve Pos/Wos upto Rs. 10,000/-, Purchase Manager or Procurement Manager to approve all bills from 10,000/- to 1,00,000/- . 4. Attach JV, Office copy of PO/WO, DCs and bills to this advice. 5. In Amount A, exclude transport, Hamali charges, etc and instead include in Amount B. 6. To be approved by accounts manager if bill value exceeds Rs. 10,000/- 7. MD to approve all bills above 1,00,000/-

Purchase Order

Page(s) 1 Of 1

31-10-2020 10:21:18

Original / Office Copy / Purchase Div.Copy

From Company : **Villa Orchids LLP**

5-4-187/3 & 4, IIInd Floor, M.G.Road, Secunderabad - 500003

GST No. : 36AAAF64817C1Z4

Supplier DetailsSummit Sales LLP
5-4-187/3&4, II nd floor, Soham Mansion, MG Road, Secunderabad

GSTIN 36ACQFS2044C1Z7

040-66335551

9618244433

Bill No. 13422
Doc No. 11358

Doc No	70686	63532
Doc Date	23-09-2020	
Quote No	Nil	
Quote Date	23-09-2020	
SupplyType	Supply	

Kind Attn : **Hamendra, Prabhakar**

Purchase Order for the Supply of following Items.

Item Name	Qty	Rate	Dis%	GST	Amount
1 4039 - Consumables - Liso Cleaning Liquid - NA - ltrs	5.00	85.00	0.00	18.00	501.50
2 4001 - Consumables - Air Freshner - NA - nos odonil	5.00	55.00	0.00	18.00	324.50
3 4059 - Consumables - Surf Detergent Powder - NA - kgs	5.00	25.00	0.00	18.00	147.50
Total Order Value , , ,					973.50
Rupees : Nine Hundred Seventy Three and Paise Fifty Only.					

Terms and Conditions :-**Specification /** As per details given in the quotation.**Payment Terms** After Delivery & Production of bill**Tax** All taxes included in above price.**Delivery Date** Next Working Day.**Delivery Location** Villas Orchids
Behind: Janapriya, Kowkur.
Phone. 9502232100/9502266233**Penalty For Delay** Nil**Transportation** Transport cost shall be borne by us.**Warranty** Nil**Advance Paid** Nil**Other Terms** We reserve the right to reject items not conforming to quality and specifications. Above order for site use purpose.**Completion Date** NA**Measurment** NA**Security** Nil**Remarks**For **Villa Orchids LLP**

Authorised Signatory

Name : _____

Contact :- _____

Accepted the above Terms And Conditions

For **Summit Sales LLP**

Name : _____

Date : __/__/__

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Regards,

sneha.k

sneha.k@modiproperties.com

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